

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

January 23, 2013

**SUBJECT:** TRAINING REQUIREMENT FOR SWORN PERSONNEL ASSIGNED TO UNDERCOVER OPERATIONS - ESTABLISHED

**PURPOSE:** This Order establishes the training requirement for sworn employees who are assigned to undercover operations. Department Manual Section 0/030, *Definitions of Terms Used in the Department Manual*, defines an undercover assignment as:

"An undercover assignment consists of an officer assigned to a non-uniform operation requiring anonymity or blending into a group or environment to gather evidence or intelligence. The disclosure of the employee's identity as a police officer would pose a significant safety risk. This assignment could include the role of undercover operator, undercover support, close-cover operator or surveillance operator."

**Note:** The training requirements established by this Order apply only to employees assigned to undercover operations, not plainclothes assignments.

**PROCEDURE:** Attached is Department Manual Section 3/223.05 establishing *Training Requirement for Sworn Personnel Assigned to Undercover Operations*. All sworn personnel assigned to undercover operations must complete the eight-hour Undercover Operations/Tactical Response Course **prior** to working in an undercover capacity.

**AMENDMENT:** This Order adds Section 3/223.05 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, will review this directive and determine whether an audit or inspection will be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK  
Chief of Police

Attachment

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**DEPARTMENT MANUAL  
VOLUME III  
Established by Special Order No. 2, 2013**

**223.05. TRAINING REQUIREMENT FOR SWORN PERSONNEL ASSIGNED TO UNDERCOVER OPERATIONS.** All sworn personnel assigned to undercover operations (i.e., undercover operator, undercover support, close-cover operator, and surveillance operator) must complete the Undercover Operations/Tactical Response Course **prior** to working in an undercover capacity.

Personnel assigned prior to January 1, 2013, must have completed either the two-hour or eight-hour Undercover Operations/Tactical Response Course. Personnel who have not completed the training or who are appointed or loaned (regardless of the duration of the loan) to undercover operations on or after January 1, 2013, must complete the eight-hour Undercover Operations/Tactical Response Course **prior** to working in an undercover capacity.

**Exception:** Bureau commanding officers may approve an extension to the training requirement due to operational necessity; however, that extension must be obtained prior to the employee working in an undercover assignment.

**Commanding Officer's Responsibilities.** Commanding officers must ensure that personnel within their commands who are assigned to undercover operations are in compliance with the training requirements. Commanding officers must notify Training Division via Intradepartmental Correspondence, Form 15.02.00, within 20 calendar days of an employee's assignment/loan to an undercover assignment.

Commanding officers may request an extension due to operational necessity, via Intradepartmental Correspondence, Form 15.02.00, to the bureau commanding officer, and must obtain bureau approval prior to allowing the employee to work in an undercover assignment. The commanding officer must ensure that the involved officer receives a safety briefing from the Area/division Training Coordinator prior to working in an undercover assignment, and the undercover officer must complete the eight-hour course within six months of assignment/loan. The commanding officer must ensure the Training Coordinator documents that the employee attended the safety briefing in the Training Management System.